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15 January 1958

MEMORANDUM FOR: Chief, Plans and Policy Staff

SUBJECT: Weekly Report #2
Assessment and Evaluation Staff
8 - 14 January 1958

Document No. 2

NO CHANGE in Class. ☐

☐ DECLASSIFIED

Class. CHANGED TO: TS S 0 25X1

DDA Memo, 4 Apr 77

Auth: DDA REG. 77/1723

Date: 13 MAR 1978

I. SIGNIFICANT ITEMS. None.

II. OTHER ACTIVITIES.

A. Office of the Chief.

1. Chief, A&E and Chief, Assessment Branch conferred with Chief, RI and his key administrative personnel concerning a program which will over a period of time lead to assessment of virtually all men in RI. The purpose of this assessment is to assist in career planning for these personnel.

2. Chief, A&E and Chief, Testing Services Branch conferred with Chief, Personnel Procurement Branch and some of his key personnel concerning the use of tests in the clerical recruiting program. The conference was motivated by the research study completed by the Research Branch and reported below. It appears as though the research findings can be better utilized at Headquarters rather than in the field. This problem will be taken up with those concerned with clerical training.

3. Chief, A&E attended a special security briefing in 17 Central Building. He thought it was a very good presentation.

| | |
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| | |

B. Research Branch.

1. A study has been completed of the test and stenographic induction training performance of one hundred and seventy-five (175) Gregg stenographic employees who were trained this summer. The use of the test selection method determined from the study would have resulted in proportionately greater numbers of more highly qualified stenographic employees successfully completing training despite an overall reduction in the average number of training hours per student.

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S-E-C-R-E-T

C. Testing Services Branch.

1. Since 1 December 1957, the Foreign Language Aptitude Test Battery (FLATB) has been given to 89 individuals; of these, 23 scored above the average of Agency language trainees.

D. Training Evaluation Branch.

1. C/TEB was at [] Thursday and Friday. He and []

will monitor the first presentation of the Audio Countermeasures program with an eye to evaluation coverage. The fact that the anticipated building modifications have not been completed, and the absence at this point of complete electronic gear will place serious limitations on the accomplishment of the intended course objectives during this first presentation. This has not dampened the enthusiasm on the part of everybody concerned, however, to do the best possible job under the limiting circumstances.

2. C/TEB, [] and CF/OS reviewed the staffing considerations which arise from [] return to Headquarters in the summer, and [] recent change in status. This will be reviewed in more detail when C/A&E visits [] on 16 January.

3. [] is monitoring the first presentation of the Intelligence Research Techniques program for OSI analysts. He will be assisting the chief instructor with particular reference to the handling of projects and exercises.

[]
Chief, Assessment and Evaluation Staff

S-E-C-R-E-T

WEEKLY STATISTICAL REPORT
Assessment and Evaluation Staff
Week of 6-10 January 1958

A. Assessments

| | No. Forwarded with Comment | Total Performed |
|---|-------------------------------|--------------------|
| 1. Interpretive Reviews | | |
| a. Applicant | | |
| b. EOD | | |
| c. FLA | | 21 |
| d. Career Management | | |
| e. | | |
| | | TOTAL 21 |
| 2. Standard | | |
| a. With individual tested | | 0 |
| b. With personnel officer, supervisor, etc. | | 79 |
| | | TOTAL 79 |
| 3. Special | | 1 |
| 4. Intensive | | 0 |
| 5. Interpretive Conference | | |
| a. Standard | | |
| 1. With individual | | 2 |
| 2. With personnel officer, supervisor, etc. | | 1 |
| b. Special | | |
| 1. With individual | | |
| 2. With personnel officer, supervisor, etc. | | |
| c. Intensive | | |
| 1. With individual | | |
| 2. With personnel officer, supervisor, etc. | | |
| | | TOTAL 3 |

S-E-C-R-E-T

A. Assessments (Continued)

6. Re-interpretation

a. Standard

1. With individual
2. With personnel officer, supervisor, etc.

b. Special

1. With individual
2. With personnel officer, supervisor, etc.

c. Extensive

1. With individual
2. With personnel officer, supervisor, etc.

TOTAL

3

TOTAL FOR ALL ASSESSMENTS

107

B. Training Evaluation Reports

1. Number of Interim Reports prepared
2. Final Reports:

| Course | Number Completed | Number Standard Memos Prepared | Number Follow-up Memos Prepared |
|----------------------------------|---------------------|-----------------------------------|------------------------------------|
| Management (SR Special) | 11 | | |
| Audio Surveillance Management #8 | 12 | | |
| CEO #16 | 15 | | |
| IRR&R #11 | 11 | | |
| Clerical Refresher #74 | 86 | | |
| Admin Procedures #75 | 50 | | |
| War Planning #12 | 14 | | |
| Intro to Supervision #1 | 18 | | |
| CSR #19 | 41 | | |
| CPPO #8 | 13 | | |
| TOTAL | 271 | | |

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